

# DEPARTMENT OF FINANCE AND ADMINISTRATION

## SPECIAL ENTRY RATE REQUEST APPLICANT SUMMARY SHEET (Applicants not hired) INSTRUCTIONS

One form must be completed for each applicant interviewed but not selected. Note that it is **not** necessary to attach applications or resumes to this form.

1. **Agency / Division or Office**  
Indicate the name of agency (DFA) and the division or office within DFA, e.g.: Office of Accounting, Office of Child Support Enforcement, etc.
2. **Class Title**  
Enter the official title of the position, not a functional office title.
3. **Grade**  
Enter the grade associated with the title/class code.
4. **Class Code**  
Enter the 4-digit alpha-numeric code assigned to the official title.
5. **Applicant's Name**  
Enter the applicant's legal name.
6. **Date Interviewed**  
Indicate the date the interview was conducted.
7. **Interviewed by**  
List the name(s) of the person(s) who conducted the interview.
8. **Applicant Qualifications**  
Briefly but thoroughly summarize the applicant's related qualifications, including years of directly and indirectly related experience, education, etc.
9. **Minimum Qualifications**  
Indicate the qualifications as stated on the official class specification.
10. **Reason Not Hired**  
Indicate the reason this applicant was not chosen. Do NOT use the reason "Other applicant chosen."
11. **Grade / Pay Level**  
Enter the grade of the position. Enter the pay level (see state pay schedule) that is closest to the salary at which the applicant would enter the position without the SER. For instance, if the applicant is a current state employee, the salary would be his/her current salary plus or minus the usual adjustments for promotion, demotion, etc. If the applicant has prior state service, the salary would be the exit salary (if above entry level).
12. **Signatures**  
Signatures will be added upon review by Human Resources.